Checklist for DBA name change

Investiga	tor	
DBA nar	ne and address	
Date application assigned		Date case completed
The follow	ving requirements will be completed by t	he investigator working on your case
Inve	estigator requirement – Verification that	at the business does have a current liquor license (attach a copy)
Inve	estigator requirement – Verification of	a new expiration date based on the new DBA name
Inve	estigator requirement – Verification tha	at the licensee has paid for the pro-rated license prior to issuance
Inve	estigator requirement – A copy of the f	inal invoice showing all outstanding permit/license fees
All of the	following information listed below must	be submitted by the applicant
<u>Have</u> <u>Nee</u>	<u>d</u>	
	*	signed and notarized). Form provided by the Regulated Industries / Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
	_ Consultant consent form signed by t	he applicant (only applicable if a consultant is used)
	Fictitious Name Registration (If D/E KCMO, 615 E. 13 th St., Kansas City	8/A is different than the corporate name) from State Office Building in , MO; (816) 889-2925
	_ Other items that may be requested by	y the investigator
•	application can be processed without the ubmitted before a license will be issued.	contingency items that are listed below. However, all contingency items
<u>Have</u> <u>Nee</u>	<u>d</u>	
	A copy of the health permit (must be Ave., (816) 513-6247	e from the DBA applying) – from the Health Department, 2400 Troost
	A copy of the fire permit (must be fr Ave., (816) 784-9100	om the DBA applying) – from the Fire Marshal's Office, 635 Woodland
	All liquor licenses as required from	the State of Missouri, Division of Alcohol & Tobacco Control – State 3th St. (816) 889-2574 – contingency item